



Training Opportunity

Course Title:	Project Management Fundamentals – Level 1
Date(s)/Time:	March 31, 2004
Location:	New Horizons Learning Center 7501 Boulders View Drive, Suite 325 Richmond, VA 23225
Tuition:	\$113.00
Vendor:	New Horizons Learning Center
Course Manager:	Louise Olszewski at Louise.Olszewski@cpocscr.army.mil 256 842-6540/DSN 788-6540
Cancellation Policy	If reservation is cancelled, credit is given for a future seminar or you may substitute another employee.

Who Should Attend: This course is a primer on the basics of Project Management. Students will learn how to use Project Management techniques to plan, organize, control, document and close out their projects successfully and with minimum risk. To ensure your success, we recommend you have some working knowledge of your computers operating system.

Course Description: Fundamental overview of the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.

Project Life Cycle

What is a Project?

Project Management Life Cycle

The Project Schedule

Scheduling Process

Time Estimates

Setting Up for Success

What Happens in the Initiation Phase?

Project Definition and Scope

Putting Together a Statement of Work

The Project Budget

Creating a Preliminary Budget

Budget and Schedule Balancing

The Project Team

Selecting Team Members

The Team Charter

Project Tracking and Control

Moving the Project Forward

Monitoring for Project Progress

Project Plans

Work Breakdown Structure

Work Package Sequencing

Project Close-Out

Elements of Close-out

Evaluation of People and Projects

Registration Information:

Registration Deadline: March 22, 2004

Participants should follow local procedures for securing approval to attend this course. After receiving approval, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil for a space in the course. Your organization's Credit Card Holder should complete and fax the attached payment authorization sheet to Louise Olszewski prior to the course start to enter your name on the course roster.

Additional Information:

The price quoted in this announcement is only available through the course manager. Employee should fax a copy of training certificate to course manager to receive credit in MDCPDS training record. Fax number is 256 876-3627/DSN 746-3627.

South Central Region Human Resources Development Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Marsha Samples, 256 842-6543 or Louise Olszewski, 256 842-6540 (DSN 788).

Course: Project Management for Professionals – Level 1
Training Location: New Horizons Learning Center
7501 Boulders View Drive, Suite 325
Richmond, VA 23225 April 19, 2004

Start Date: March 31, 2004
Tuition: \$113
Vendor: New Horizons Learning Centers

Employee Name:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name
Cardholder phone number
(commercial number with area code)

Payment Information ☐

Please charge the tuition amount to:
Purchase Card #:

Expiration Date _____

☐

Please contact the cardholder listed above to obtain
purchase card information.

Receipt Information ☐

I do not require a receipt for this service **OR**

☐

Please send receipt to (provide address, fax and/or
e-mail):

E-Mail (Optional)

Commercial FAX Number (Optional):

Signature of purchase card holder

Date